



**INDIANA HOUSING AND COMMUNITY DEVELOPMENT
AUTHORITY**

REQUEST FOR PROPOSALS

for

TAX CREDIT COMPLIANCE TRAINER

**IHCDA
30 South Meridian Street, Suite 1000
Indianapolis, IN 46204
<http://www.in.gov/ihcda>
317-232-7777**

**ISSUE DATE: October 24, 2008
RESPONSE DEADLINE: December 5, 2008
5:00 PM EST**

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PART 1 SCOPE OF THIS REQUEST

1.1 PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP)

The Indiana Housing and Community Development Authority's (IHCDA) Multi-Family Department is requesting proposals to conduct Rental Housing Tax Credit Compliance trainings for the calendar year 2009. These trainings provide instructional opportunities for participants in the Section 42 program, referencing both IHCDA's Compliance Manual and Chapter 5 of HUD Handbook 4350.3. The target audience includes, but is not limited to, management companies, owners, and onsite property managers and staff. The successful respondent to this request for proposals will contract with IHCDA to create an On-demand Owner Training program that will be made available online, as well as to conduct six to ten Tenant File Workshop Sessions throughout the state.

1.2 ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

A: Overview of IHCDA (for more information, visit <http://www.in.gov/ihcda>)

At IHCDA, we believe that growing Indiana's economy starts at home. Everyone can agree that all Hoosiers should have the opportunity to live in safe, affordable, good-quality housing in economically stable communities. That's the heart of IHCDA's mission. Our charge is to help communities build upon their assets to create places with ready access to opportunities, goods, and services. We also promote, finance, and support a broad range of housing solutions, from temporary shelters to homeownership.

IHCDA's work is done in partnership with developers, lenders, investors, and nonprofit organizations that use our financing to serve low- and moderate-income Hoosiers. We leverage government and private funds to invest in financially sound, well-designed projects that will benefit communities for many years to come. And our investments bear outstanding returns. The activities that we finance help families become more stable, put down roots, and climb the economic ladder. In turn, communities grow and prosper, broadening their tax base, creating new jobs, and maximizing local resources. IHCDA's work is truly a vehicle for economic growth, and it all starts at home.

B: Overview of the Multi-Family Department

IHCDA's Multi-Family Housing Department provides technical assistance and training for property owners and management companies participating in the Tax Credit Program to maintain and sustain affordable, decent, safe, and sanitary rental housing for residents of Indiana. The Multifamily Department also monitors the Tax Credit properties for compliance with Section 42 of the Internal Revenue Code and works with owners who

are out of compliance to correct the noncompliance issues and maintain the affordability of the Tax Credit development.

1.3 MINIMUM REQUIREMENTS

Respondents must provide the following minimum requirements in order to be deemed responsive to this RFP and be considered for the contract:

- Application packet (see Section 2.3 for more details)
- Agenda of topics to be discussed during On-demand Owner Training
- Training outline for Tenant File Workshop Sessions
- Short sample of PowerPoint presentation to be used at workshop sessions
- Supporting instructional material for workshop sessions, including but not limited to, examples of class exercises and sample tenant files for class review

1.4 ON-DEMAND OWNER TRAINING

The successful respondent will be responsible for creating an On-demand Owner Training session that will be made available on IHCD's website. The purpose of this training is to provide owners with a brief review of the Section 42 program at the time and place of their convenience. The training should last approximately 4 hours.

IHCDA will provide the format for this training so that it matches the online training tools already offered on our website.

1.5 TENANT FILE WORKSHOP SESSIONS

In addition to creating an On-demand Owner Training, the successful respondent will be responsible for conducting six to ten Tenant File Workshop Sessions throughout the state during the 2009 calendar year (beginning in late February or early March). The focus of these training sessions will be to teach "best-practices" for Section 42 Compliance through hands-on activities and real-world compliance case studies.

These sessions will be held onsite in the community rooms of existing tax credit developments. While IHCDA will help identify and suggest developments to hold the sessions at, it will be the sole responsibility of the trainer to secure the locations and to determine the training dates. Furthermore, it will be the sole responsibility of the trainer to handle registration for all sessions. These trainings are meant to be interactive and as such registration should be capped at around 30 participants each. Trainings will last from 9:00 a.m. to 4:00 p.m. with a one-hour lunch break. Lunch will not be provided to participants as part of the training costs.

Each session should begin with an approximately two-hour PowerPoint Presentation to review general compliance topics. These topics include but are not limited to:

1. The background of the Section 42 program
2. Applicable Fraction, Minimum Set-Aside, Eligible Basis, Qualified Basis and Applicable Percentage overview
3. Income and Rent Restrictions
4. Lease Requirements
5. Utility Allowances
6. Steps for qualifying residents for RHTC units
7. Instructions for organizing and maintaining a tenant file
8. Income and asset calculations
9. RHTC Compliance Rules (Next Available Unit/140% Rule, Student Status & Exemptions, Unit Transfers, Unit Vacancy, etc.).
10. IHCD's monitoring process and procedures
11. Brief discussion of ihcdaonline.com
12. Non-compliance Issues
13. Physical Inspections

The remainder of the day is to be spent with hands-on activities and interactive learning opportunities. One interactive session should involve having participants review fake tenant files. These files are to be created by the trainer and should demonstrate both common and unusual compliance issues that property managers may face. Another suggested activity is role-playing in which participants play the parts of tenants, property managers, and IHCD auditors. While IHCD may provide a few suggested scenarios, it will primarily be the responsibility of the trainer to create these tenant files and compliance simulations.

A final suggested activity is to have an afternoon session in which participants share real-life compliance stories and discuss the proper solutions. It is suggested that for this type of activity all participants be informed to bring at least one case study with them as a kind of preparatory homework.

1.6 FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE

Qualifications and sample items must be submitted in complete original form by mail or messenger to the following address:

J. Jacob Sipe
Multi-Family Housing Manager
Indiana Housing and Community Development Authority
30 South Meridian, Suite 1000
Indianapolis, IN 46204

Responses are due no later than **5:00 pm (EST) on Friday December 5, 2008**. Respondents must provide an original and five (5) full copies of the proposal and supporting materials. IHCD will time and date stamp proposals to evidence timely receipt.

PART 2 RFP PROCESS

2.1.1 SELECTION PROCESS

Evaluation of all applicants will be performed by an internal IHCD A committee consisting of the Multi-Family Compliance Department. Applicants will be scored based on the evaluation criteria listed below. After this initial process, the highest ranked applicants may be selected to present a demonstration of their qualifications. Separate negotiations will then be conducted with each selected applicant. At the conclusion of these negotiations, IHCD A will establish a deadline for final offers from each of the selected applicants. Final selection will be at the discretion of IHCD A and must be submitted for approval to the IHCD A Board of Directors.

2.1.2 QUALIFICATION EVALUATION CRITERIA

The following will be IHCD A's primary considerations in the selection of a Tax Credit Compliance Trainer:

1. Compliance with the requirements of this RFP
2. Experience/Capacity with Section 42 Program
3. Innovative training methods as evidenced by sample activities and curriculum

2.3 RFP SUBMISSION ITEMS

Please address each item applicable to your experience under each category heading. Attach sheets as necessary with the name of your company shown on each page. The Certification of Company at the end of this RFP must be completed and should accompany your written attachments.

1. General Information: Provide information regarding the organization and structure of the company including, but not limited to:
 - a. Number of offices and locations
 - b. Brief staff descriptions
2. Company: Provide information regarding the experience of the company including, but not limited to:
 - a. Number of Compliance trainings conducted in the last three years
 - b. Company resume
 - c. Any other unique qualifications
3. Personnel: Provide information regarding the experience of the company including, but not limited to:
 - a. Names and brief resumes of potential trainer(s), including applicable Section 42 experience and RHTC Compliance certifications
 - b. List of housing clients served by or proposed to be served by the personnel assigned to this account.
4. Please limit all narrative portions of the proposal to no more than 5 pages.

2.1.3 ADDITIONAL INFORMATION

Entities submitting qualifications shall:

1. Be authorized to do business in the State of Indiana.
2. Have a favorable business reputation.

2.4 CONTACT INFORMATION

Any questions or comments about this RFP should be directed to J. Jacob Sipe (jsipe@ihcda.in.gov) or Matt Rayburn (mrayburn@ihcda.in.gov).

PART 3

TERMS AND CONDITIONS

This request is issued subject to the following terms and conditions:

1. This RFP is a request for the submission of qualifications, but is not itself an offer and shall under no circumstances be construed as an offer.
2. IHCDCA expressly reserves the right to modify or withdraw this request at any time, whether before or after any qualifications have been submitted or received.
3. IHCDCA reserves the right to determine the days, hours and locations that the successful company shall provide the services called for in the RFP.
4. IHCDCA reserves the right to reject and not consider any or all companies that do not meet the requirements of this RFP, including but not limited to: incomplete qualifications and/or qualifications offering alternate or non-requested services.
5. IHCDCA reserves the right to reject any or all companies, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
6. In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, IHCDCA may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.
7. In no event shall any obligations of any kind be enforceable against IHCDCA unless and until a written agreement is entered into.
8. Each respondent agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of responses of qualifications submitted hereunder or for any costs or expenses incurred during negotiations.
9. By submitting a response to this request, each respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of a respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
10. IHCDCA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful companies.
11. IHCDCA reserves the right to retain all qualifications submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving qualifications without the written consent of IHCDCA.
12. IHCDCA reserves the right not to award a contract pursuant to the RFP.

TAX CREDIT COMPLIANCE TRAINER

QUALIFICATION COVER SHEET

Name of Company:

Address:

Phone Number:

Fax Number:

Web Site Address:

QUALIFICATION

Contact Person:

Title:

Email Address:

Contract Signatory

Authority:

Title:

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

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CERTIFICATION OF COMPANY

I hereby certify that the information contained in these qualifications and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee, IHCDCA member, or agent of IHCDCA has assisted in the preparation of these qualifications. I acknowledge that I have read and understood the requirements and provisions of the RFP.

I _____ am the _____ of the (type name of signatory authority) corporation, partnership, association, or other entity named as company and respondent herein, and I am legally authorized to sign this and submit it to the Indiana Housing and Community Development on behalf of said organization.

Signed: _____

Name: _____

Title: _____

Date: _____

Company name: _____